



Town of Bridgewater

Finance Committee

November 30, 2022

7:00 PM

The meeting will be held virtually via Zoom.

To attend via video, click on the link below:

<https://us06web.zoom.us/j/81788636925>

To attend via phone, dial: 1(646) 876-9923

Meeting ID: 817 886 369 25

MEETING AGENDA

Disclosure: Pursuant to Section 20 of Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, this meeting for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. There will be no in person attendance permitted. Citizens who wish to tune in to the meeting may do so via Zoom.

A. Call to Order

B. Approval of Meeting Minutes

- a) November 9, 2022

C. Public Comment

D. New Business

- a) Order O-FY23-031 Prior Fiscal Year Bill
- b) Order O-FY23-032 Veteran Tax Benefits
- c) Order O-FY23-033 Acceptance of Elderly Services Grant
- d) Order O-FY23-034 Transfer Order - Employee PY Retro Longevity
- e) Order O-FY23-035 BW Public Library Staff Contract Ratification
- f) Order O-FY23-036 Transfer Order - Contractual Settlement BPLSA
- g) Order O-FY23-037 Transfer Order - Water Enterprise Fund
- h) Resolution R-Fy23-003 FY2024 Budget Resolution

E. Old Business

F. Additional Items for Discussion

G. Adjournment of Meeting

TOWN OF B
Finance Committee

Nathan Schofield, Chair
Eric Langone, Vice Chair
Julie Scleparis
Suzi Robinson
Christopher Blunt
MJ Spagone
Rigobert Noel
Lee Beane



Academy Building - 66 Central Square
Bridgewater, MA 02324

Bridgewater Finance Committee
Minutes for the FinCom Meeting that Convened on November 9, 2022

Call to order: 7:00

Committee Members Present: Nathan Schofield, Julie Scleparis, Suzi Robinson, Christopher Blunt, Rigobert Noel, Lee Beane

Committee Members Not Present: Eric Langone, MJ Spagone

Guests in Attendance: Laurie Guerrini – Finance Department, Councilor Dennis Gallagher, Marilee Hunt – Town Clerk

Public Comment - None

Approval of Meeting Minutes – October 19, 2022

Christopher Blunt motioned to approve the meeting minutes from October 19, 2022 which was duly seconded. With a vote of 5 yea and one member abstaining the motion was approved.

New Business

Order O-FY23-026 Transfer Order - Town House Roof Project

CPC recommendations of funding of \$82,500.00 from the CPA Historic Preservation Reserves (current balance of \$382,902.56) for the Town House Roof Project. The recommendation comes after the Massachusetts Historic Commission notified the Town Manager that additional state grant funds would be available to the Town if the Town matched the additional funds. That increase was \$20,000, requiring a \$20,000 match. However, the most recent project cost estimate shows a shortfall of \$82,500. This order funds the projected shortfall in total appropriation and grant funding. The Community Preservation Funds will offset the cost of the hidden gutter system (\$20,000), roof insulation (\$46,800), and the rear pediment work (\$15,700). As is always the case, any funds not spent will return to the source of the funding.

MJ Spagone motioned to recommend O-FY23-026 which was duly seconded. The motion was approved unanimously.

Order O-FY23-027 FY2023 Classification Tax Allocation - Adoption of Residential Factor

The Town Council shall annually first determine the percentages of the local tax levy to be borne by each class of real property, as defined in section two A of chapter fifty-nine and personal property for the next fiscal year. In determining such percentages, the Town Council, shall first adopt a residential factor. Said factor shall be an amount not less than the minimum residential factor determined by the Commissioner of Revenue in accordance with the provisions of section one A of chapter fifty-eight and shall be used by the Board of Assessors to determine the percentages of the local tax levy to be borne by each class of real and personal property.

Christopher Blunt motioned to recommend O-FY23-027 which was duly seconded. The motion was approved unanimously.

Order O-FY23-028 Acceptance of Gift - BSU

The Town of Bridgewater has received a gift from Bridgewater State University for \$55,000.

Eric Langone motioned to recommend O-FY23-028 which was duly seconded. The motion was approved unanimously.

Order O-FY23-29 Order O-FY23-029 General Fund Transfer Order

This transfer will support the estimated Budgets necessary for the remainder of FY2023.

MJ Spagone motioned to recommend O-FY23-029 which was duly seconded. The motion was approved unanimously.

Order O-FY23-030 Transfer Order - Sewer Enterprise Fund

This transfer from Retained Earning will be necessary to fund the FY2023 Sewer Enterprise Operations based on the current Sewer Revenue Estimates.

MJ Spagone motioned to recommend O-FY23-030 which was duly seconded. The motion was approved unanimously.

Adjourn – *Eric Langone motioned to adjourn the meeting of the FinCom at 7:46 p.m. which was duly seconded. The motion was approved unanimously.*



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 11/15/2022
First Reading: 11/15/2022
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-031 Prior Fiscal Year Bill

ORDERED, that the Town Council assembled vote to

Pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate from Other One Time Stabilization Fund for a Prior Fiscal Year bill of \$9,083.

<u>Source of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
OTHER ONE TIME STABILIZATION	80135-596100	TRANSFER TO GF	\$ 9,083.00
Total:			\$ 9,083.00
<u>Use of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
GF UNEMPLOYMENT	09135170-517005	UNEMPLOYMENT	\$ 9,083.00
Total			\$ 9,083.00

Explanation:

Prior Fiscal Year Bill from FY2022 for Unforeseen Unemployment chargeback of a disputed claim for a former employee. All attempts for appeal of this claim has been exhausted.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Attachments: None



Bridgewater Town Council

Introduced By: Councilor Moore and Councilor Wood
Date Introduced: 11/15/2022
First Reading: 11/15/2022
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-032: Veteran Tax Benefits

Whereas, M.G.L. c. 59 §5 clauses 22 through 22F provide various abatements of real estate taxes for veterans, disabled veterans, and spouses of veterans killed in action.

Whereas, residents who would otherwise receive real estate tax abatement available under M.G.L. c. 59 § 5 are disqualified if the resident becomes disabled to the extent they become subject to a conservatorship, guardianship, or other fiduciary; or the property is placed in certain types of trust. See Mass. DOR Local Finance Opinion LFO-2022-2. See also Kirby v. Board of Assessors of Medford, 350 Mass. 386 (1966).

Whereas, M.G.L. c 59, § 5 Clause 22G is a local option statute that permits real estate that is the domicile of applicants for exemption under Clauses 22, 22A, 22B, 22C, 22D, 22E and 22F to be eligible for such exemptions if the property is owned by a trustee, conservator or other fiduciary for the applicant's benefit. The veteran can receive an exemption if they meet all other eligibility requirements but does not need to possess a legal interest in the property.

Therefore, it is Ordered by the Town Council that the Town of Bridgewater hereby accepts and adopts the local option of M.G.L. c. 59 § 5 Clause 22G.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Attachments: None



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 11/22/2022
First Reading: 11/22/2022
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-033: Acceptance of Elderly Services Grant

ORDERED, that the Town Council assembled vote to

WHEREAS: Massachusetts General Laws, Chapter 44, §53A, states as follows:

“An officer ... of any city or town ... may accept grants or gifts of funds from ... from the commonwealth ... or an agency thereof, ... and may expend such funds for the purposes of such grant or gift ... with the approval of the city manager and city council...;” and

WHEREAS: The Town of Bridgewater has received a grant from MassDevelopment Agency for \$243,480. Now, therefore, in accordance with Chapter 44, §53A of the Massachusetts General Laws, the Town Council votes to take the following action:

ORDERED that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to accept the Taxi & Livery Partnership Program Grant Funding Agreement-, to expend the grant in accordance with stated purpose thereof.

Explanation

Please see the attached Award Letter to the COA Director, Emily Williams.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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FIRST READING - NOT FOR ACTION

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Attachments: 1. Order O-F23-033 Award Letter



99 High Street
Boston, MA 02110

Main: 617-330-2000
Fax: 617-330-2001

massdevelopment.com

October 28, 2022

Miss Emily Williams
Bridgewater Council on Aging
10 Wally Krueger Way
Bridgewater, MA 02324

Dear Miss Williams:

Thank you for applying to the Taxi & Livery Partnership Program (the "Program") administered by MassDevelopment. I am pleased to inform you that your application has been approved for up to \$243,480 from the Program subject to MassDevelopment's receipt of a signed Grant Agreement, including the completed exhibits described below and found in the enclosures.

Attached to this email is an electronic copy of the Grant Agreement (the "Agreement") that will govern disbursement of the funds. Please sign the Agreement (electronic signatures are acceptable), provide wire instructions on **Exhibit B** of the Agreement (attached), and email a copy of the signed Agreement with **Exhibit B** and confirming your purpose/description for the grant funds set forth in **Exhibit A**, to Corlis Melchoir at cmelchoir@massdevelopment.com. MassDevelopment will return one fully executed Agreement to you via email.

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Mike Kennealy
Chairman

Dan Rivera
President and CEO

Funding will be disbursed to the Grantee only upon full execution of the Agreement and MassDevelopment's review and approval of all items **including Exhibits A and B**. **MassDevelopment shall use its best efforts to pay Grantee within thirty (30) days of full execution of the Agreement.** MassDevelopment shall either wire payment pursuant to the wire instructions provided in **Exhibit B** of the Agreement, or in the absence of wire transfer instructions, shall mail a check to the address listed for Grantee.

Grant agreements require grantees to report to MassDevelopment the results achieved versus the anticipated results outlined in the application within 12 months of the disbursement of the grant amount.

Congratulations on your award. Please feel free to contact Ms. Melchoir at the email address above with any questions about this award.

Sincerely,

Sean C. Calnan

Sean C. Calnan
Senior Vice President, Community Investment

Enclosures



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 11/22/2022
First Reading: 11/22/2022
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-034: Transfer Order - Employee PY Retro Longevity

ORDERED, that the Town Council assembled vote to

Pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate from Other One Time Stabilization Fund for a PY Retro Pay Longevity of \$8,481

<u>Source of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
OTHER ONE TIME STABILIZATION	80135-596100	TRANSFER TO GF	\$ 8,481.00
Total:			\$ 8,481.00

<u>Use of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
SALARIES & WAGES	01355001-510001	PRIOR YEAR RETRO	\$ 6,273.00
SALARIES & WAGES	01355001-510000	FULL TIME WAGES	\$ 2,208.00
Total			\$ 8,481.00

Explanation

Prior Fiscal Year Retro of \$6,273 and CY Budget FY23 of \$2,208 for Longevity Pay in accordance to Town Policy, Employee Manual Section 318, Longevity Awards to employee.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Attachments: None



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 11/22/2022
First Reading: 11/22/2022
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-035: Bridgewater Public Library Staff Assn (BPLSA) Bargaining Contract Ratification

ORDERED, that the Town Council assembled vote to

ORDERED, in accordance with section 4-2 (15) of the Bridgewater Home Rule Charter, that the Town Council assembled vote to approve the negotiated agreement covering July 1, 2021 through June 30, 2024 with the Bridgewater Public Library Staff Association.

Explanation

The Town Manager negotiated an agreement with the Bridgewater Public Library Staff Association. An affirmative vote of the Council will approve the contract as presented. A concurrent transfer request will fund the appropriation thereof.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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•	•

Attachments: 1. MOU with BPLSA - Contract period 07.01.21 to 06.30.2024
 2. Signed MOA

FIRST READING - NOT FOR ACTION

MEMORANDUM OF AGREEMENT

between

Town of Bridgewater

and

Bridgewater Public Library Staff Association, MLSA, AFT-MA

This Memorandum of Agreement is entered into by and between the Town of Bridgewater (hereinafter the Town) and the Bridgewater Public Library Staff Association (hereinafter the Association).

WHEREAS, the Town and the Association are parties to a Collective Bargaining Agreement for the period July 1, 2018 through June 30, 2021; and

WHEREAS, the Town and the Association have, pursuant to Massachusetts General Laws Chapter 150E, negotiated the terms for a successor agreement to be effective July 1, 2018.

NOW, THEREFORE, the Negotiating Subcommittee of the Town, acting subject to the ratification of this Memorandum of Agreement by the full governing body of the Town, and the Negotiating Subcommittee of the Association, acting subject to the ratification of this Agreement by the membership of the Association, agree as follows:

1. The terms and conditions of employment set forth in the collective bargaining agreement for the period July 1, 2018 through June 30, 2021 shall remain in full force and effect for the period July 1, 2021 through June 30, 2024, except as modified below.
2. All references to dates in the successor Collective Bargaining Agreement shall be changed to reflect the terms of the successor Agreement unless otherwise provided for in this document.
3. **ARTICLE 3 - Discrimination and Coercion**

Amend to read as follows:

3.0 There shall be no discrimination by the representatives of the Town against any employee covered by the terms of this Agreement because of race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, active military personnel, and genetics and that such employee shall receive the full protection of the Agreement.

4. **ARTICLE 4 - Grievance Procedure**

Amend to read as follows:

4.4. Step 3 If the grievant is not satisfied with the disposition of his/her grievance at Step 2, or if no decision has been rendered, he/she may file the grievance in writing with the Town's Human Resources Officer within ten (10) working days after the decision of the Library Director is due.

Within seven (7) working days after the written grievance has been so filed, the Town's Human Resources Officer will meet with the grievant for the purpose of resolving the grievance. A decision will be rendered by a by the Human Resource Officer within five (5) working days after he/she met with the grievant.

5. ARTICLE 9 - Holidays

Amend to read as follows:

9.0 All full-time and permanent part-time employees, as defined in Article 7.0, working twenty (20) or more hours covered by this Contract who are regularly employed, shall receive regular compensation for the number of hours scheduled to work for the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr Day	Columbus Day/Indigenous Peoples Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving's Day
Memorial Day	Christmas Day
Independence Day	Juneteenth

6. ARTICLE 9 - Holidays

Amend to read as follows:

9.3 In the event the Town declares a special holiday, discretionary day, or "Skeleton day" for Library employees covered by this contract shall be required to work if the Library Director so determines, but the employees thus required to work shall receive their regular pay for that day, and, in addition, either compensatory time off in the amount of the number of hours worked, or additional pay at straight time for the number of hours worked.

7. ARTICLE 10 – Vacations

Amend to read as follows:

10.0 Every Full-time and permanent part-time employee, as defined in Article 7 .0, who has been employed for twelve months, except hereinafter provided, shall be granted a vacation of three (3) weeks in a calendar year. In scheduling vacations, preference should be given to employees on the basis of years of employment in the department whenever possible. Such vacations shall be granted by the Library Director at such times as is in his/her opinion will cause the least interference with the performance of the regular work of the library. Vacation shall be

used in the year it is credited and shall not accrue from year to year except vacation may be carried over to the next calendar year with the approval of the Town.

8. ARTICLE 12 - Maternity/Paternity Leave

Amend to read as follows:

12.0 Parental leave. Pursuant to M.G.L. Chapter 149, Section 105D, an employee who has successfully completed three (3) months of employment shall be entitled to eight (8) weeks of parental leave for the purpose of birth of a child or for the placement of a child under the age of eighteen (18), or under the age of twenty-three (23) if the child is mentally or physically disabled, for adoption with the employee who is adopting or intending to adopt the child; provided, however, that any two (2) employees of the same employer shall only be entitled to eight (8) weeks of parental leave in aggregate for the birth or adoption of the same child.

12.1 The employee shall give at least two (2) weeks' notice to the Library Director of his/her/their anticipated date of departure and intention to return. The employee shall be restored to his/her/their previous, or a similar, position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of the leave. An employee on parental leave for the adoption of a child shall be entitled to the same benefits offered by the employer to an employee on parental leave for the birth of a child. Parental leave may be extended beyond eight (8) weeks if the teacher elects to use his/her/their accrued sick time, subject to the Library Director's approval.

12.2 Family Medical Leave Act (FMLA). Notwithstanding anything in this Agreement to the contrary, any unit member may exercise his or her rights to take Family and Medical Leave or Military Family Leave pursuant to the Family and Medical Leave Act of 1993 (FMLA) if he or she has worked 1250 hours in the last twelve (12) months, in accordance with the FMLA. The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons.

12.3 Eligible employees may take up to 12 workweeks of leave in a year for one or more of the following reasons:

- the birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- to care for a spouse, son, daughter, or parent who has a serious health condition;
- for a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

12.4 An eligible employee may also take up to 26 workweeks of leave during a single 12 month period to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member.

12.5 **Small Necessities Leave Act (SNLA).** Pursuant to M.G.L. Chapter 149 Section 52 D, employees are entitled to twenty four (24) hours of unpaid leave during any twelve (12) month period, in addition to any leave available under the FMLA to:

- participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
- accompany the son or daughter (qualified dependent) of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and
- accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

Employees may elect to substitute any accrued vacation, personal, medical, or sick leave for any of the above 3 items. Employees must provide a written request for leave at least seven (7) days in advance or if the need for leave is not foreseeable, as soon as practicable.

9. **ARTICLE 19 – Educational Leave and Tuition**

Amend to read as follows:

19.0 The Town offers a tuition waiver for classes taken at Bridgewater State University to all eligible employees upon completion of the probationary period. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Regular full-time and regular part-time employees are eligible for the tuition waiver.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable future position in the Town in order to be eligible for waiver. The Town has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position.

Tuition waivers for an employee are limited to four (4) credit hours per semester, and must be approved by the applicable department head, Town Manager and Bridgewater State University prior to enrollment in the class.

While education is expected to enhance employees' performance and professional abilities, the Town does not guarantee that participation in formal education will entitle the employee to an automatic advancement, a different job assignment, or pay increases.

10. ARTICLE 20 - Working Area Conditions

Amend to read as follows:

20.3 When the temperature in a work area reaches 80°F or drops to less than 62° F for a period of at least two (2) hours, affected employees shall be relocated to another area in the library where said conditions don't exist. If there are no such areas employees will be allowed to leave without loss of pay or leave time and will continue their assigned work remotely.

11. ARTICLE 21 – Leaves of Absence

Amend to read as follows:

21.0 Employees may be granted a leave of absence without pay as approved by and at the sole discretion of the Town Manager. The Library Director and Human Resources Director must submit their recommendations to the Town Manager relative to an employee's request.

12. ARTICLE 23 - Longevity

Amend to read as follows:

23.1 As a reward for cumulative years of service in the employ of the Town, a full-time employee shall receive a permanent longevity payment according to the following guidelines:

After 15 years of continuous service	\$600.00
After 20 years of continuous service	\$1,000.00
After 25 years of continuous service	\$1,300.00
After 30 years of continuous service	\$1,600.00
After 35 years of continuous service	\$1,900.00

A longevity payment shall be made to all part-time employees regularly working 20 or more hours according to the following guidelines:

After 15 years of continuous service	\$100.00
After 20 years of continuous service	\$200.00
After 25 years of continuous service	\$300.00
After 30 years of continuous service	\$400.00
After 35 years of continuous service	\$500.00

23.2 In no case shall a full-time employee receiver total increment beyond \$1,900.00 for such longevity service.

13. ARTICLE 24 – Wages

Amend to read as follows:

24.0 Wages shall be increased as follows and shall be established as set forth in Appendix (salary scale prepared by the Finance Department, and attached hereto).

Effective July 1, 2021:

1-Jul-21	Assistant Director Grade 12	Office Manager Grade 10	SR Librarian Grade 11	Librarian Grade 10	Asst Librarian Grade 9	Library Asst Grade 7	Page Grade 3
Step 1	36.67	29.22	32.73	29.22	26.56	21.18	
Step 2	37.58	29.95	33.55	29.95	27.23	21.71	
Step 3	38.52	30.70	34.39	30.70	27.91	22.25	
Step 4	39.48	31.47	35.25	31.47	28.61	22.81	
Step 5	40.47	32.25	36.13	32.25	29.32	23.38	
Step 6	41.48	33.06	37.03	33.06	30.05	23.96	
Step 7	42.52	33.89	37.96	33.89	30.81	24.56	
Step 8	43.58	34.73	38.91	34.73	31.58	25.18	
Step 9	44.67	35.60	39.88	35.60	32.37	25.81	
Step 10	45.79	36.49	40.88	36.49	33.17	26.45	
Step 11	46.93	37.40	41.90	37.40	34.00	27.11	
Step 12	48.10	38.34	42.95	38.34	34.85	27.79	

Bailey:	Grade 10 Step 6	\$33.06
Calouro:	Grade 9 Step 3	\$27.91
Edlund:	Grade 7 Step 4	\$22.81
Gerald:	Grade 12 Step 3	\$38.52
McCoy:	Grade 7 Step 8	\$25.18
Plouffe:	Grade 9 Step 6	\$30.05
Sekerke:	Grade 10 Step 5	\$32.25
Stefani:	Grade 10 Step 7	\$33.89

- \$500.00 one-time payment to each employee

Effective July 1, 2022:

1-Jul-22	Assistant Director Grade 12	Office Manager Grade 10	SR Librarian Grade 11	Librarian Grade 10	Asst Librarian Grade 9	Library Asst Grade 7	Page Grade 3
Step 1	37.04	29.51	33.06	29.51	26.83	21.39	
Step 2	37.96	30.25	33.88	30.25	27.50	21.93	
Step 3	38.91	31.01	34.73	31.01	28.19	22.47	
Step 4	39.87	31.78	35.60	31.78	28.89	23.04	
Step 5	40.87	32.57	36.49	32.57	29.61	23.61	
Step 6	41.89	33.39	37.40	33.39	30.35	24.20	
Step 7	42.95	34.23	38.34	34.23	31.11	24.81	
Step 8	44.02	35.08	39.30	35.08	31.89	25.43	
Step 9	45.12	35.96	40.28	35.96	32.69	26.07	
Step 10	46.25	36.85	41.29	36.85	33.51	26.71	
Step 11	47.40	37.77	42.32	37.77	34.34	27.38	
Step 12	48.58	38.72	43.38	38.72	35.20	28.07	

Bailey:	Grade 10 Step 7	\$34.23
Calouro:	Grade 9 Step 4	\$28.89
Edlund:	Grade 9 Step 1	\$26.83
Gerald:	Grade 12 Step 4	\$39.87
McCoy:	Grade 7 Step 9	\$26.07
Plouffe:	Grade 9 Step 7	\$31.11
Sekerke:	Grade 10 Step 6	\$33.39
Stefani:	Grade 10 Step 8	\$35.08

Effective July 1, 2023:

1-Jul-23	Assistant Director Grade 12	Office Manager Grade 10	SR Librarian Grade 11	Librarian Grade 10	Asst Librarian Grade 9	Library Asst Grade 7	Page Grade 3
Step 1	37.41	29.81	33.39	29.81	27.10	21.61	
Step 2	38.34	30.55	34.22	30.55	27.78	22.15	
Step 3	39.29	31.32	35.08	31.32	28.47	22.70	
Step 4	40.27	32.10	35.96	32.10	29.18	23.27	
Step 5	41.28	32.90	36.85	32.90	29.91	23.85	
Step 6	42.31	33.72	37.78	33.72	30.66	24.44	
Step 7	43.37	34.57	38.72	34.57	31.42	25.05	
Step 8	44.46	35.43	39.69	35.43	32.21	25.69	
Step 9	45.57	36.32	40.68	36.32	33.02	26.33	
Step 10	46.71	37.22	41.70	37.22	33.84	26.98	
Step 11	47.87	38.15	42.74	38.15	34.69	27.65	
Step 12	49.07	39.11	43.81	39.11	35.55	28.35	

Bailey:	Grade 10 Step 8	\$35.43
Calouro:	Grade 9 Step 5	\$29.91
Edlund:	Grade 9 Step 2	\$27.78
Gerald:	Grade 12 Step 5	\$41.28
McCoy:	Grade 7 Step 10	\$26.98
Plouffe:	Grade 9 Step 7	\$32.21
Sekerke:	Grade 10 Step 7	\$34.57
Stefani:	Grade 10 Step 9	\$36.32

14. ARTICLE 28 – Layoffs

Amend to read as follows:

For a period of two (2) years following lay-off, former employees shall be rehired to any positions to be filled by the public library for which they are deemed to be qualified. A former employee so notified that an opening exists shall have seven (7) working days from receipt of certified notice to notify the Town of Bridgewater of his/her acceptance and said former employee must return to work within four (4) calendar weeks of his/her acceptance.

15. ARTICLE 29 - Volunteer Program

Amend to read as follows:

29.0 The volunteer program will continue in accordance with past practice. No volunteer shall be allowed to perform bargaining unit work nor replace former funded position. A joint labor management committee will approve future job descriptions for volunteers.

16. Create a new ARTICLE 30 - Health & Safety

To read as follows:

30.0 A Health & Safety Committee comprised of two (2) individuals representing the Association and two (2) individuals representing the Town/Library will be established to discuss health and safety issues in the workplace. The committee shall make recommendations to the respective parties to resolve the issue. Perceived unsafe conditions shall be reported to the Committee.

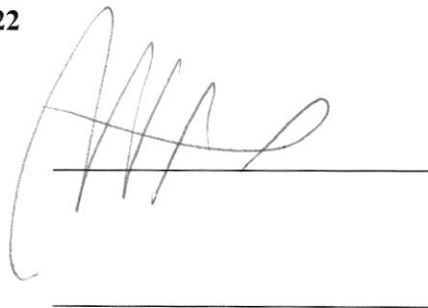
17. ARTICLE 31 – Duration

Amend to read as follows:

Duration of the Agreement shall be effective as of July 1, 2021, and shall continue until June 30, 2024, and shall be automatically renewed from year to year thereafter, unless either party services upon the other written notice of the desire to modify or terminate this Agreement. If such notice is served, negotiations shall commence between the parties in February of 2024.

SIGNED THIS _____ DAY OF OCTOBER 2022

For the Bridgewater Public Library
Staff Association



For the Town of Bridgewater

15. ARTICLE 29 - Volunteer Program

Amend to read as follows:

29.0 The volunteer program will continue in accordance with past practice. No volunteer shall be allowed to perform bargaining unit work nor replace former funded position. A joint labor management committee will approve future job descriptions for volunteers.

16. Create a new ARTICLE 30 - Health & Safety

To read as follows:

30.0 A Health & Safety Committee comprised of two (2) individuals representing the Association and two (2) individuals representing the Town/Library will be established to discuss health and safety issues in the workplace. The committee shall make recommendations to the respective parties to resolve the issue. Perceived unsafe conditions shall be reported to the Committee.

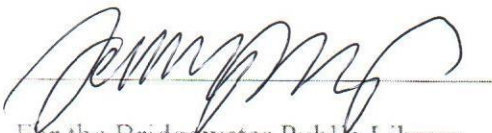
17. ARTICLE 31 – Duration

Amend to read as follows:

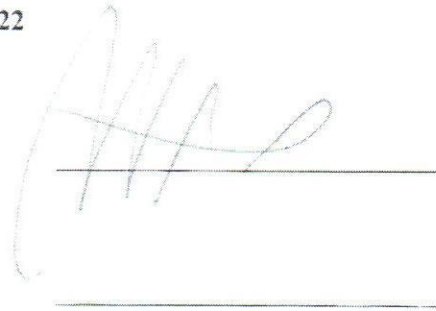
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SIGNED THIS _____ DAY OF OCTOBER 2022





For the Bridgewater Public Library
Staff Association



For the Town of Bridgewater



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 11/22/2022
First Reading: 11/22/2022
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-036: Transfer Order - Contractual Settlement BPLSA

ORDERED, that the Town Council assembled vote to

Pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate and transfer from below schedule Source of Funds to below schedule Use of Funds:

<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
80135-596100	TRANSFER TO GF	\$ 23,114.00
		\$ 23,114.00
<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
06105001-510001	PRIOR YEAR RETRO	\$ 17,614.00
06105001-510000	FULL TIME SALARIES	\$ 5,500.00
		\$ 23,114.00

Explanation:

Settlement of Bridgewater Public Library Staff Association Contract

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•

FIRST READING - NOT FOR ACTION

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Attachments: None



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 11/22/2022
First Reading: 11/22/2022
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-037: Transfer Order - Water Enterprise Fund

ORDERED, that the Town Council assembled vote to

Pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts assembled vote to transfer from Water Enterprise Retained Earnings a sum of \$135,000 to be used for Water Hydraulic & Feasibility Study

<u>Source of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
WATER FUND	6200-359000	RETAINED EARNINGS	\$ <u>135,000.00</u>
UNDESIGNATED			
Total:			\$ 135,000.00
<u>Use of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
WATER CAPITAL FUND	62105-XXXXX	WATER HYDRAULIC FEASIBILITY STUDY	\$ <u>135,000.00</u>
Total			\$ 135,000.00

Explanation:

To fund the first step in a comprehensive study of the town's water distribution system, water quality, and expected tie-in of additional well sites.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Attachments: None



Bridgewater Town Council

In Town Council, Tuesday, November 15, 2022

Council Resolution: R-FY23-003

Introduced By: Councilor Wood
Date Introduced: November 15, 2022
First Reading: November 15, 2022
Second Reading:
Amendments Adopted:
Date Adopted:
Date Effective:

FY2024 BUDGET RESOLUTION

WHEREAS: A methodical and disciplined approach to the operating budget is warranted.

RESOLVED: Pursuant to establishing guidelines and priorities for the Town Manager to develop the Annual Budget, the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to adopt the following Policy Guidelines for the Town Manager to use in creating the FY 2024 Budget:

The Town Council is adopting these budget policy guidelines pursuant to Section 6-1 of the Bridgewater Home Rule Charter. Based on these guidelines, the Town Manager will develop budgetary goals and the Town Budget for Fiscal Year 2024.

Introduction

The following financial principles set forth the framework for our overall fiscal planning and management of the Town of Bridgewater's resources and are designed to ensure the Town's sound financial condition, now and in the future.

Sound Financial Condition is defined as:

- Cash Solvency - the ability to pay bills in a timely fashion
- Budgetary Solvency - the ability to annually balance the budget
- Long Term Solvency - the ability to pay for future costs
- Service Level Solvency - the ability to provide needed and desired services
- Reserve Solvency – the ability to adapt and respond to economic conditions
- Capital Solvency – the ability to assess, maintain, and replace our capital assets
- Bond Rating- maintain or improve current bond rating A2

To this end we will adhere to the following financial policies.

Financial Policies and Guidelines:

The Town will adopt a Multi-Year forecast for fiscal years 2024-2028 and a Capital Improvement Program, prior to the submission of the FY Town Manager's FY 2024 Budget. This will give the Town a broader more forwarding looking perspective to better understand the budgetary cost drivers and our revenue capacity. Projecting forward will allow us to foresee where a structural deficit may exist when building out our operating budget for the ensuing year.

The following will be applied in preparing the FY 2024 Budget.

1. The town will avoid budgetary practices that balance current expenditures at the expense of meeting future year's expenses, such as postponing maintenance and upkeep of our facilities and equipment.
2. Recurring operating costs will be funded by recurring sources of revenue. In addition, to budget prudently and plan for contingencies, the town sets the following reserve objectives for FY 2024:
 - a. Unreserved Fund Balance (free cash) for FY 2023 (07/01/2024) will be targeted at 2% of the 2024 operating budget and used only for one-time expenditures such as capital improvements, capital equipment, unexpected or extraordinary expenses such as unbudgeted snow and ice removal expenses and/or to meet the stabilization reserve policy objectives.
 - b. The Town will maintain a Stabilization Fund as its main financial reserve in the event of an emergency, unforeseen circumstances, or an extraordinary need. It shall be the goal of the town to achieve and maintain a balance in the Stabilization Fund equal to 10% of its operating budget.
3. Revenue:
 - a. Revenue Estimating: the revenues will be estimated conservatively, using an objective analytical approach. The goal is to predict revenues as accurately as possible while erring on the side of caution.
 - b. The Town will use methodologies established that best fit the accuracy of specific forecasting, in other words, different methods for different revenue types: PropertyTax, Local Aid, Local Receipts, and Other Available Funds.
 - c. Ambulance Receipts Reserved for Appropriation: A five-year forecast will be used to determine available funds to support, proportionately, the ensuing year's Fire Department operating budget and capital requirements for the Ambulance Fleet.
 - d. For FY 2024 the projected revenue surplus shall be set at 2% of the 2024 operating budget. Revenue surpluses are essential to continue the annual funding of the Stabilization Fund at the 10% level, fund capital purchases of machinery, equipment, and vehicles, capital building improvements, infrastructure and engineering costs, unfunded sick leave buyback, and outstanding OPEB liability.
4. Expenditures:
 - a. Estimating Major Cost Drivers: This compilation will address the increases necessary to fund the major budgetary cost drivers - salaries and benefits - which support our current service levels.

- b. Maintenance of Capital Assets: The Town will compile a budget that will maintain capital assets and infrastructure to protect the Town's investment. The Town will compile a budget that will maintain our assets to protect the Town's investment, support and provide services, community, and economic development. Specifically:
 - Mach/Equip/Vehicles
 - Software
 - Infrastructure
 - Land & Land Improvement
 - Building & Building Improvements
- c. New Programs or Initiatives: The Town will budget for new programs or initiatives only after fully funding existing major cost drivers and the maintenance of capital assets.

FY 2023 Town Manger's Budget Objectives

1. Continue the Town's efforts within all departments to obtain grant funding from federal, state, and other sources in order to offset capital expenditures and major initiatives.
2. Review cost implication of contracted services vs. staffing in various departments.
3. Continue to enhance the Town's website and use other technologies as cost effective means for delivering information and services, increasing public awareness, and encouraging public feedback.
4. Submit a budget which maintains the Town's current service level and a budget which will meet the Town Manager's service priorities.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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